MINTU KUMARI JAKHAR

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A competent professional and trained scrum master with experience in software testing, industrial automation and project coordination.

SKILLS	PROFESSIONAL SUMMARY
Agile Scrum Process **Software Development Life Cycle (SDLC)** **Manual Testing** **Automation Testing (Jmeter)** **HTML,CSS** **WordPress** **Project Coordination** **Team Management** **Client Relationship Management** **Techno-Commercial Support** **Industrial Internet of Things (IIOT)** **Wireless Technologies**	● Result driven professional with 10+ years of experience in multi domains. ● Experience in Agile methodology following scrum values and practices. ● Building high-performing, self-organizing, cross-functional Agile Teams in tech space. ● Experience in software testing involving Manual Testing, Automation testing, Team management, Project coordination, cross functional collaboration and Techno-commercial support. ● Committed, Focused and hard working professional. ● A quick learner with relentless focus on improvement of self at personal and professional front. ● An effective communicator and team leader with strong analytical, interpersonal, planning, problem solving and organizational skills.

ORGANISATION WORKED FOR

- **Scrum Master** with **WebsFox** from December 2015 to till date
- **Senior Engineer** with **Jindal Stainless Ltd.** from October 2012 to September 2015.
- **Application Engineer** with **Lotus Wireless Technologies (I) pvt Ltd.** from January 2011 to October 2012.
- **Assistant Professor** with **ITM** group from September 2009 to December 2010.

CURRENT

Working with **WebsFox** as **Scrum Master** from **December 2015 to till date** (5 years)

Responsibilities:

- Coaching the team members to enable them to perform and deliver their best.
- Facilitate sprint planning, daily meetings, sprint review and retrospective meetings with the team.
- Make sure that the team always achieves the Sprint goal on time.
- Help the product owner in organizing the Product Backlog.
- Collaborate with everyone in the team and ensure that the Sprint goal is the priority, not individual success.
- Encourage the team to voice their concerns about the process/culture and take necessary actions to improve the team's performance and the goal as self-organized teams.
- Ensuring continuous improvement each Sprint.
- Ensure transparency of team's progress in terms of quality and efficiency on a daily basis.
- Report preparation/updation and review of project activities with the team in JIRA.
- Address challenges openly so that challenges can be resolved.
- Assist/Help in improving the productivity of the team in any way possible.
- Involve in performance testing (Jmeter) and manual testing of applications.
- Reporting software defects in a clear and concise manner and monitoring their progress.

PREVIOUS

Worked with **Jindal Stainless Ltd.** as **Senior Engineer** from **October 2012 to September 2015** (2 years 11 months)

Responsibilities:

- Perform manual testing of panels for checking the flow of the application functionality.
- Documenting, tracking and communicating test plans, test results, analysis and unresolved problems.
- Daily/Weekly/Monthly Reports preparation and review of project activities with the team.
- Responsible for team management, engineering, complete execution of projects.
- Assist in requirement management and productivity improvement.
- Estimation of major projects value and present Estimation to management for approval.
- Assist in Cost Control of various system implementations and system advancement.
- Support project managers with procurement processes including request for technical quotations, issue purchase orders and coordinate delivery date.
- Regular project audits for ensuring compliance to Quality Management System.
- Ensured 100% on time delivery through collaboration with key stakeholders within the supply chain.
- Utilize different reliability and testing strategies in the plant to maintain and improve operation's profitability.

Worked with **Lotus Wireless Technologies (I) Pvt Ltd.** as **Application Engineer from January 2011 to October 2012** (1 year 10 months)

Responsibilities:

- Provide outstanding support to customers in recommending customized solutions to best meet their requirement and budget maintaining quality.
- Deliver engaging product and solution demonstrations and presentations to the pertinent clients.
- Addressing queries raised by the sales team on a day-to-day basis, conference calls & visits to clients to discuss the requirements.
- Prompt update of internal weekly and monthly reports and submission to BU head.
- Time to time audit and evaluation of the technology provided to the existing clients and reporting possible upgrades and solutions which may be offered to them to become more comfortable and efficient.
- Research and update on new product technologies on Industrial Automation applications provided by the company and their implementation.
- Work independently to examine processes, data and the environment to propose cost effective solutions for Automation and Wireless Communication fields.
- Review/preparation of RFQ's and validating the offers, preparing technical compliance/ deviation reports.
- Documenting all records properly in line with "ISO 9001:2008 Quality Management System"
- Attend project internal kick-off meetings and project review meetings.
- Test software (Desktop application) manually for inclusion into flow.

OTHER ACCOMPLISHMENTS ACROSS THE TENURE

Achievements:

- Established and implemented a new reporting and documentation process utilizing Excel to drive overall efficiency.
- Earned reputation for strong work ethics, honesty & 100% commitment to given tasks.
- Consistently commended for punctuality, great interpersonal skills, ability to work under minimal supervision & coming up with solutions to problems.
- Awarded Employee of the year in 2012 for being customer focused.

Technical Competency:

- HTML, CSS, WordPress, Apache Jmeter
- Working knowledge of collaboration tools like JIRA
- MS Office : Microsoft Word, PowerPoint, Excel

Additional Technical Training:

- Certified Scrum Master (CSM) from Scrum Alliance.
- Trained on "Quality Management System ISO 9001:2008".
- Trained on SCADA, Automation & Wireless Communication System Installation, Commissioning & Testing.
- One month training on C by DATAPRO, Visakhapatnam.

- Bachelors of Engineering with **84.5%** in **Electronics and Communication Engineering** from **Andhra University.**
- Intermediate with **90%** in science stream from **Board of Intermediate Education.**
- Matriculation with **80.6%** from **CBSE board.**

PERSONAL DETAILS

Date of Birth:	16th October, 1987
Current Location:	Chandigarh
Language known:	English, Hindi & Telugu

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Mintu Kumari Jakhar